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May 18, 2010

Dear Property Owner or Agent:

The State of South Carolina is seeking **information** on office space in Beaufort County. Attached is a summary of specifications and lease criteria. The purpose is to identify what options may be available to accommodate a future need for office space in this area. Please direct your responses and inquiries to Michelle J. Phillips.

Please submit any property information to the Real Property Services office on or before **5:00 PM, May 25, 2010**.

Very Truly Yours,

Lisa H. Catalanotto  
Program Manager/Attorney  
Real Property Services

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## REQUEST FOR INFORMATION ON OFFICE SPACE IN BEAUFORT COUNTY

**This request is for information purposes only and not a request for proposals.**

The purpose is to identify the possibilities of office space for the future location of a State agency.

### PROPERTY CRITERIA

- 2,000 usable square feet of office space
- Space should accommodate area for 2-4 conference rooms, multi-purpose area for break room, copy room, work room, and an open area for fifteen (15) 6x8 cubicles
- Space should be located within Beaufort County
- Location should accommodate business level high speed internet, VOIP
- Please include as much information as possible on property; including rate, current floor plan (if available)

### STATE REQUIREMENTS

- Standard State lease must be used – copy is available upon request
- Property must be barrier free, hazard free and smoke free
- Must meet zoning requirements for proposed use
- Economical and efficient space utilization

### DUE DATE AND REMITTANCE INSTRUCTIONS:

- Information remittances must be received by General Services on or before May 25, 2010
- Information may be submitted by mail or email
- Property information should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard
- If operating expenses are included, submit rate per square foot separately and specify expenses that are covered
- Please submit a current floor plan if available

### CONTACT INFORMATION

All information and questions should be directed to the following person

MICHELLE J. PHILLIPS  
SC BUDGET AND CONTROL BOARD  
DIVISION OF GENERAL SERVICES  
REAL PROPERTY SERVICES  
1201 MAIN STREET, SUITE 420  
COLUMBIA, SC 29201  
PHONE: 803-734-6062 FAX: 803-737-0592  
EMAIL: [MPHILLIPS@GS.SC.GOV](mailto:MPHILLIPS@GS.SC.GOV)